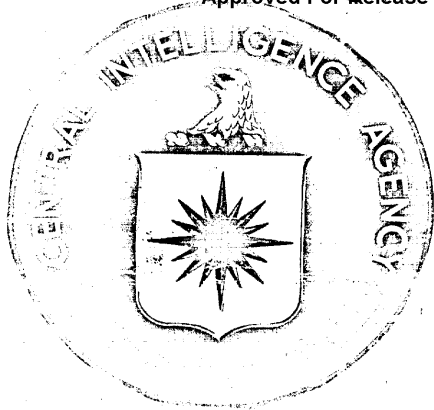


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## CAREERS IN INTELLIGENCE

It is the responsibility of the Central Intelligence Agency of the United States to collect, digest, collate, and interpret the vast amount of intelligence information from all over the world which the President of the United States must have in order to make the decisions required of him in times of peace or national danger.

### ACADEMIC FIELDS OF PARTICULAR INTEREST TO CIA

| Major Degree Fields   | Some Typical Duties  |
|---|--|
| Chemistry<br>Engineering (EE, ME, AE)<br>Physics  | Research, design, and development of technical devices, equipment, and systems in support of intelligence, or analysis and evaluation of the performance capabilities of foreign devices, equipment, and systems.                      |
| Mathematics<br>Computer Programming<br>Systems Analysis   | Computer application in support of scientific and technical intelligence, or mathematical application to photogrammetry.   |
| Cartography<br>Geography<br>Geology   | Research and analysis of the physical and cultural aspects of foreign areas, or research and compilation of data leading to the preparation of special subject maps; analysis and interpretation of photography of intelligence value. |
| Economics<br>Economic Geography<br>International Trade  | Collection, research, and measurement of aggregative economic performance, or sector performance, of foreign economics.  |
| Accounting<br>Business Administration<br>Public Administration  | Administrative management and support of world-wide intelligence activities.   |
| Library Science   | Reference, acquisition, cataloging; maintenance of a vast collection of foreign and domestic publications and documents in support of intelligence research.   |
| English<br>Foreign Area Studies<br>History<br>International Relations<br>Journalism<br>Law<br>Political Science | Collection, evaluation, research, and analysis of the political, historical, and social dynamics of all foreign countries and areas of the world.  |
| Psychology  | Psychological support and research; advisory and consultative services in the selection and utilization of professional personnel.   |
| Stenographer/Typist   | Responsible secretarial, clerical and semi-administrative positions in support of the foreign intelligence effort.   |
| Communications  | Recently qualified CW Radio Operators and Cryptographers to provide communications support of world-wide intelligence activities.  |

**NOTE:** This list is by no means all-inclusive. Further, as personnel requirements are filled or modified, the Agency's recruitment emphasis upon one discipline or another, or upon certain combinations of disciplines, may vary.

All positions are in the Washington, D. C. area; some require foreign travel.

Because of the nature of its responsibilities, the Central Intelligence Agency must make a very thorough investigation of the character and qualifications of each applicant who is tentatively selected for employment. You are therefore urged to apply well ahead of the date when you would like to enter on duty with the Agency.

**HOW TO APPLY:** Write to the Central Intelligence Agency, Office of Personnel, Washington, D. C. 20505. Enclose a résumé of your education and experience and ask for application forms.

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# GEOGRAPHIC RESEARCH

## and CARTOGRAPHY

### POSITIONS

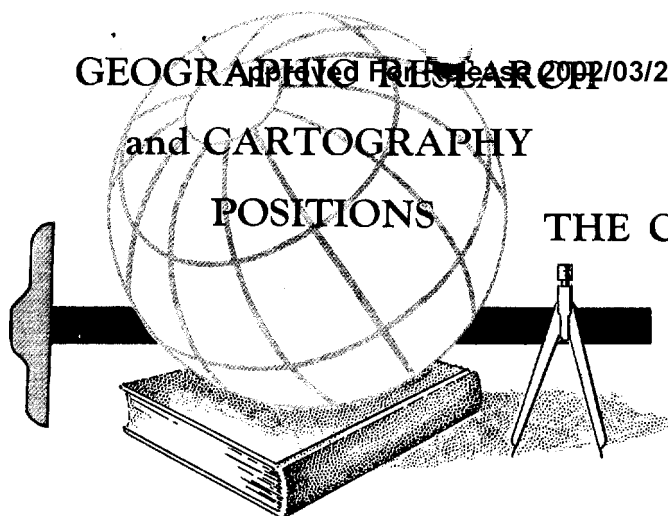
## THE CENTRAL INTELLIGENCE AGENCY

*is interested in:*

**B.A., M.A., & PH. D. CANDIDATES**

*in: GEOGRAPHY*

*CARTOGRAPHY*



### GENERAL DESCRIPTION OF DUTIES:

#### GEOGRAPHIC RESEARCH:

Research, analysis, and the preparation of reports concerned primarily with the physical and cultural aspects of areas, regions, and countries throughout the world. Work assignments are problem-oriented and involve detailed investigation of the elements of the character of areas.

#### CARTOGRAPHY:

Research and compilation of data, on a regional basis, leading to the design and preparation of special subject maps.

Positions are located in Washington, D.C.

### GENERAL QUALIFICATIONS:

|                               |   |
|-------------------------------|---|
| <i>Education:</i>             | B.A., M.A., or Ph.D. in one of the disciplines listed with excellent academic record. Area knowledge and competence (adequate for research) in a language of the area of specialization are desirable, but not essential. |
| <i>Age:</i>                   | Preferably 21-35 (positions for both men and women).  |
| <i>Citizenship:</i>           | U.S. Citizen of unquestioned loyalty and character.   |
| <i>Physical Requirements:</i> | In general good health (eyesight corrected to 20/35 with glasses; absence of color blindness required for cartography). Routine medical examination is required.  |

### INITIAL ANNUAL SALARY:

GS-7 (\$6,050) through GS-12 (\$10,250), depending upon education and experience qualifications.

### EMPLOYEE BENEFITS:

- Qualified employees may be included in Government sponsored training programs involving Agency and other Government courses, tuition subsidies for study at local universities, and in some cases full time study with full salary and tuition paid.
- Association and work with experts in various professional fields.
- Government sponsored Life and Health Insurance at minimum cost.
- Excellent advancement opportunities for career employees.
- Liberal sick and vacation leave.
- Generous Civil Service Retirement Program.
- Opportunity for publication.

*Interviews may be arranged with representatives of the Agency on*

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*Please communicate with*

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# TYPISTS STENOGRAPHERS

## EMPLOYMENT OPPORTUNITIES

*with*



# CIA



*Washington  
D.C.*

*Overseas*



THE CENTRAL INTELLIGENCE AGENCY of the United States Government is a separate agency of the Federal Service, established by Congress under the National Security Act of 1947. It is responsible to the National Security Council of which the President is the Chairman.

To reach its decisions on matters of national policy, the Executive Branch of the United States Government must be well-informed on foreign activities. The Central Intelligence Agency plays a key role in carrying out this responsibility. As a member of the "Intelligence Community"—a group of federal units concerned with national security—the Agency advises the National Security Council on matters concerning foreign activities in political, economic, scientific and military fields; correlates and evaluates information and performs such other functions as the National Security Council may direct.

For young people who choose to enter the clerical and secretarial field, no better opportunities can be found than in permanent positions with the Central Intelligence Agency. Attractive salaries, interesting and unusual work, opportunities for foreign travel, and opportunities to develop in various professional fields are some of the many advantages of this type of government work.

#### EMPLOYMENT CONDITIONS

**Transportation:** Under certain circumstances, your travel and transportation to Washington, D.C. can be reimbursed under standard Government travel regulations. Ask your recruiter for details.

**Starting salaries:** The starting salary range for these positions is presently GS-3 to GS-5 on the federal pay scale, or \$4,269 (GS-3) to \$5,331 (GS-5) per year or \$82.00 to \$102.40 per week.

Your starting salary will depend upon such factors as education, experience and ability. Step increases, ranging from \$144 per year at the GS-3 level to \$176 per year at the GS-5 level, are awarded at regular intervals (annually in the first three steps of the grade) to employees whose work performance is judged to be at an acceptable level of competence. In addition, quality step increases may be granted in recognition of exceptional work performance.

**Advancement:** Higher graded jobs are filled from within the Agency whenever possible. You will be required to serve a trial period of one year. A career development program is available to you, if you demonstrate career potential. Additional training will be offered you in accordance with Agency policy so you may take advantage of promotion opportunities.

#### EMPLOYMENT BENEFITS

##### Annual (Vacation) Leave

In addition to paid days off on eight national holidays each year you will earn 2½ weeks (13 workdays) of annual leave each year. After three years' service, you will earn 4 weeks (20 workdays) of annual leave each year.

##### Sick Leave

You will earn sick leave at the rate of 2½ weeks (13 workdays) per year. This leave may be used when you are too ill to work or must go for medical, dental, or optical examinations or treatment. Unused sick leave may be accumulated from year to year and helps to provide a degree of security in the event of prolonged illness.

##### Insurance

As a federal employee you may participate in health and life insurance programs. The Government contributes to the premium payments under these programs and the cost to the individual is nominal.

##### Employee Counseling

Your supervisor and representatives of the personnel office will assist you in solving personal and job adjustment problems, as well as help you adjust to community conditions.

#### COMMUNITY ATTRACTIONS

##### The City of Washington

Washington is not only the nation's capital but the hub of activities of the free world. It is here in the most beautiful of all national capitals that history-making events occur almost on a daily basis. Every year millions of tourists are enthralled by the stateliness of the Government buildings, the wide unlit streets, and the numerous parks and playgrounds.

Metropolitan Washington, including the District of Columbia and nearby areas of Maryland and Virginia, comprises a population of over two million people. Washington has one of the highest incomes per capita of any city in the world. The social, cultural, and economic level of its people is equal to or exceeds that of any other city of like size.

The Agency is located in a new air conditioned building in nearby Virginia. The building lies within easy commuting distance from Washington by auto or public transportation.

##### Housing

Plentiful housing of all types is available within easy commuting distance. Rentals of permanent housing in the area compare favorably with other major cities. Apartments are plentiful both in Washington and suburban areas. Single rooms average approximately \$75.00 per month. Many girls share apartments, reducing the cost of housing. We will help with your arrangements.

##### Meals

Luncheon costs about 65–85 cents in Agency cafeterias. For those who eat all meals out the cost is about \$3.50 a day. Food costs can be reduced by sharing an apartment with other girls and preparing your own meals.

##### Transportation

The Washington area is well covered by a network of bus lines. Transportation costs vary, depending on where you live, but should average \$3.00 to \$4.50 per week. We will assist you in arranging a car pool, if you wish.

##### Education

Evening and part-time courses in a wide variety of subjects are offered by five major universities and numerous specialized schools in the Washington area. The Agency, in cooperation with George Washington and American Universities, offers "off campus" courses in Agency classrooms for college and graduate credit at a reduced fee. Interested personnel may also participate in foreign language training free of cost.

##### Recreation

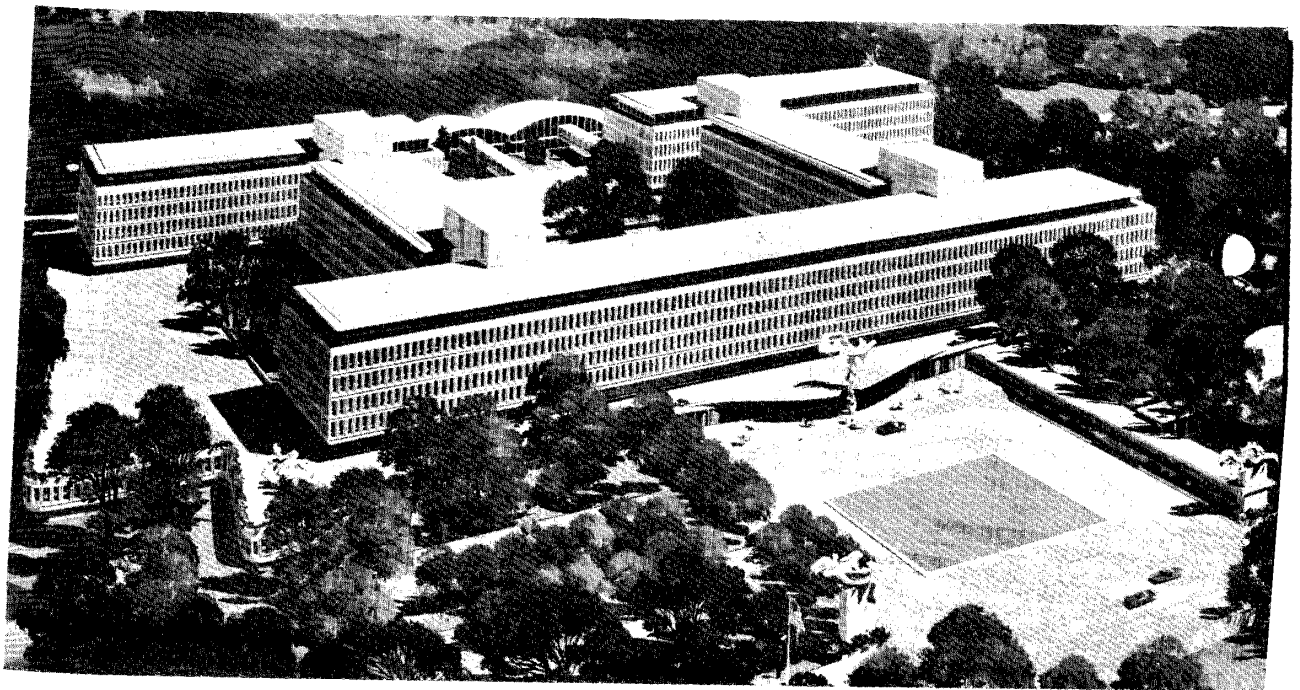
You will have ample opportunity to develop outside interests. Entertainment ranges from hiking, sight-seeing, swimming, and other athletic activities to dances, theatres, symphonies, and art exhibits. There are public golf courses and tennis courts. Bowling, bicycling, and horseback riding are favorite sports. Many types of entertainment are free; most others are relatively inexpensive. State societies hold dances, parties, and picnics which offer an opportunity to meet other people from one's home state. Our employee clubs offer various activities and opportunities for companionship.

#### OVERSEAS OPPORTUNITIES

One of the most attractive features of employment with the Central Intelligence Agency is the opportunity it offers for working, living, and traveling in many foreign countries. These assignments are available periodically to clerical personnel, age 21 and older, who elect to serve an overseas tour. All normal Government overseas allowances, including those for transportation and housing, are paid by the Agency. These

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For additional information, write to:



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